



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON MANNHEIM  
UNIT 29901  
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for the Review, Maintenance and Communication of the USAG Mannheim Environmental Management System (EMS) Policy

1. REFERENCES:

- a. USAG Mannheim Environmental Management System Policy.
- b. Executive Order 13148, Greening the Government through Leadership in Environmental Management, 22 April 2000.

2. PURPOSE: To provide a standard procedure for reviewing, maintaining and communicating the Environmental Management System (EMS) policy.

3. APPLICABILITY: This procedure applies to personnel involved in reviewing, maintaining and communicating the EMS policy.

4. DEFINITIONS:

- a. EMS System Policy: Statement by the USAG Mannheim of its commitment to environmental stewardship and the continual improvement of its overall environmental performance, which provides a framework for action and for the setting of its environmental objectives and targets.
- b. Environmental Management System Management Representative (EMSMR): An individual appointed by the garrison commander who, irrespective of other duties, has authority and responsibility for the operation of the Environmental Management System (EMS). He leads and manages the cross-functional team (CFT).

5. RESPONSIBILITIES:

- a. Garrison Commander: Reviews and approves environmental policy upon change of command or change of mission activities.

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b. EMSMR: Ensures that the EMS policy is distributed and communicated to the CFT and all supervisors within the garrison for further communication. Reports directly to the garrison commander.

c. Chief, Environmental Management Division: Updates EMS policy according to requirements of ISO 14001, as described under section 6. Maintains controlled copy of EMS policy.

d. Public Affairs Office (PAO): Publishes EMS policy on request or through the garrison's website.

e. Unit Commanders: Communicate policy to units and ensure adherence.

## 6. PROCESSES:

a. Review of EMS policy: In order to conform with ISO 14001 and be relevant to the USAG Mannheim, the policy must include the following key features:

(1) Reference to the military mission, as policy must be appropriate for the nature, scale, and environmental impacts of the garrison's activities, products, and services.

(2) Commitment to continual improvement and prevention of pollution.

(3) Commitment to comply with relevant environmental legislation and regulations and with other requirements to which the garrison subscribes.

(4) Framework for setting and reviewing environmental objectives and targets.

b. Maintenance of EMS policy: The policy is managed and controlled according to the garrison's document control procedure. It is reviewed annually during the management review, and reissued after change of command or mission changes.

c. Communication of EMS policy:

(1) The Environmental Management Division provides the policy to the public on request. MGT Engineering & Systems Branch posts it on the garrison's website.

(2) EMSMR communicates policy to unit commanders, cross-functional team, and supervisors of all organizations within the garrison for further distribution and communication.

(3) The Environmental Management Division communicates the policy to community members during in-processing and EMS Awareness Training.

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